



## UNITED STATES MARINE CORPS

III MARINE EXPEDITIONARY FORCE, FMF  
UNIT 35601  
FPO AP 96606-5601

ForO 1650.9E

7

07 JAN 2004

### FORCE ORDER 1650.9E

From: Commanding General

To: Distribution List

Subj: PERSONAL AND UNIT AWARDS

Ref: (a) SECNAVINST 1650.1G  
(b) MCO 1650.19J  
(c) MARFORPACO 1650.4G

Encl: (1) Headquarters Marine Corps Awards  
Processing System (HQMC APS)  
(2) Sample Citations  
(3) Standard Opening and Closing Sentences  
(4) Awards Board Matrix

1. Purpose. To publish instructions for the administration of the III Marine Expeditionary Force (MEF) Awards Program.

2. Cancellation. ForO 1650.9D.

3. Summary of Revision

a. Provides standard awards opening and closing statements.

b. Modifies the III MEF awards board composition, procedures, and criteria for boarding awards.

c. Modifies timelines for the submission of award recommendations. Award recommendations will be forwarded to the III MEF Adjutant for approval or forwarding to higher headquarters.

d. Provides instruction in preparation. All award recommendations will be submitted via the Headquarters Marine Corps Awards Processing System (HQMC APS) located on the internet at: <https://kuwait.manpower.usmc.mil>.

e. Authorizes all Commanders exercising Special Court Martial Convening Authority (SPCMA) who have an established HQMC

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table of organization (T/O) to award the Navy and Marine Corps Achievement Medal (NMCAM).

f. Authorizes the Commanding General, III MEF to approve and award the Meritorious Service Medal (MSM).

g. Authorizes the "Acting" Commanding General (with the CG's approval) to approve and award the MSM.

h. Provides step by step instructions for creating an award using the HQMC APS.

#### 4. Background

a. Reference (a) contains the following basic policy and procedures for the Navy and Marine Corps Awards Program.

(1) Authorizes Commanding Officers in command positions of battalion/squadron level units to award the NMCAM to officers and enlisted members of their commands. Requests for exceptions to policy are directed via the chain of command to CMC (MMMA) for disposition.

(2) Authorizes all Commanding Generals (including those frocked) to award the Navy and Marine Corps Commendation Medal (NMCCM).

(3) Authorizes the Commanding General, III MEF full awarding authority for MSMs.

(4) Commanding Generals cannot approve awards for any member who is considered personal staff; these awards must go to the immediate superior in the chain of command for approval. This includes the Aide-de-Camp, Sergeant Major, Command Master Chief, Enlisted Aide, CG's driver, and the CG's secretary for civilian awards. Additionally, all those in "Acting" Commanding General capacity are authorized to award the NMCAM and NMCCM with the authorization of the Commanding General. The "Acting" Commanding General, III MEF is authorized to award the MSM (with the CG's authorization).

(5) Delegates to commanding officers and unit commanders of Marine Corps organizations an awards program that is an effective means of enhancing morale and esprit de corps, in that it provides prompt recognition of exceptional and/or heroic service. Therefore, the awards program is an important command function. To overlook or disregard appropriate recognition of

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personnel inhibits, and can even destroy, personal initiative. Equally important is the need to preserve the character and meaning of the awards program. An overly liberal program negates the program's value entirely.

b. Reference (b) is the basic guidance on the Marine Corps' Awards Program.

c. Reference (c) supplements the guidance provided by references (a) and (b), and provides specific guidance on the U.S. Marine Forces, Pacific (MARFORPAC) Awards Program.

## 5. Policy

a. General. The judicious use of decorations and awards provides an incentive for professional performance. The awards program must continue to receive command interest at all echelons and vigilance must be exercised to ensure that officers and enlisted personnel are continually recognized for notable achievement by presentation of suitable awards. Certificates of Commendation, Meritorious Masts and Letters of Appreciation also provide a means of special acknowledgement of individual performance.

b. Justification. It is imperative that personal award recommendations for the NMCAM and higher be adequately justified in the Summary of Action (SOA) section on the 1650(EF). See enclosure (1) for step-by-step instructions on completing the 1650(EF). See paragraph 9b of this Order for Summary of Action guidelines and paragraph 9c of this Order for Citation guidelines. All NMCAM and higher require a SOA. Proper justification will ensure that deserving Marines and Sailors are properly recognized and will significantly enhance the chances of the recommendation being approved. As the quality of the recommendation can significantly affect the processing time required, recommending authorities will ensure that only high quality recommendations, drafted per the guidance contained herein, are submitted.

### c. Timeliness

(1) To ensure promptness in recognizing specific acts or achievements, recommendations for an impact award should be submitted no more than 30 days after the act occurred.

(2) All personal awards should be presented to an individual before they detach from their present command. Using

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Estimated Detachment Date (EDD) as a target date for when the approved award is required, personal award recommendations should be received by CG, III MEF per the following guidelines:

TIMELINE FOR SUBMISSIONS OF AWARD RECOMMENDATION

AWARD	APPROVAL AUTHORITY	Must be received by CG, III MEF
CERTCOM	CG, III MEF	NLT 30 DAYS AFTER ACTION EVIDENT
NMCAM (IMPACT)	CG, III MEF	NLT 30 DAYS AFTER ACTION EVIDENT
NMCAM	CG, III MEF	NLT 60 DAYS PRIOR TO EDD
NMCCM (IMPACT)	CG, III MEF	NLT 30 DAYS AFTER ACTION EVIDENT
NMCCM	CG, III MEF	NLT 60 DAYS PRIOR TO EDD
MSM	CG, III MEF	NLT 60 DAYS PRIOR TO EDD
NAVY AND MARINE CORPS MEDAL (NMCM)	CMC (MMMA)	NLT 120 DAYS PRIOR TO EDD
LEGION OF MERIT (LM)	CMC (MMMA) (TR) MARFORPAC (RET)	NLT 120 DAYS PRIOR TO EDD
DISTINGUISHED SERVICE MEDAL (DSM)	SECNAV	NLT 120 DAYS PRIOR TO EDD

Note 1: If the individual is going on terminal leave, the award recommendation should reach CG, III MEF within the number of days annotated prior to the commencement of the terminal leave.

Note 2: Awards submitted outside these timelines will be considered LATE awards. Justification for the lateness of the award will be explained in the last paragraph of the Summary of Action. This will answer probable questions from the approval authority/board members and expedite processing of the recommendation.

Note 3: Award recommendations will not be expedited for any reason other than a pending retirement or change of command/post and relief for a battalion/squadron and higher.

## 6. Administrative Procedures

### a. Occasions for submitting award recommendations.

Reference (a) delineates the criteria for individual awards. Some general guidelines follow:

(1) Specific Achievement. Specific performance of an unusual and clearly superlative nature that generally consists

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of a single action on a specific date, or a short period of extraordinary service (three months or less). The act of service must place an individual's performance significantly above that of their contemporaries, and be of such importance that lesser forms of recognition would be inappropriate.

(2) Sustained Service. Superlative performance of duty should be recognized upon the individual's reassignment to a new command. This recognition should not be routine or automatic; the superlative nature of the service rendered will be the reason for submission, not the individual's reassignment alone.

(3) Retirement/Separation. Awards may be submitted in recognition of superlative performance of duty upon the individual's separation from service, retirement, or transfer to the Fleet Marine Corps Reserve. This recognition should not be routine or automatic. The superlative nature of the service rendered will be the reason for submission, not the individual's retirement/separation alone.

(4) Letters of Continuity. For those individuals who consistently demonstrate superlative performance, a letter of continuity should be prepared on their behalf when either they or their commanding officer/officer in charge is reassigned to another section/unit within III MEF. The recommending officer will retain a copy and the original letter will be provided to the individual. This will ensure future award recommendations reflect the superior performance rendered by the individual throughout his/her tour with III MEF. Paragraph 220.2b of reference (a) applies.

(5) Sister Service Personnel. Recommendations for naval decorations to Army, Air Force and Coast Guard personnel will be submitted to the Secretary of the Navy, Chief of Naval Operations, or Commandant of the Marine Corps, as appropriate via the chain of command per reference (a). The service member must be permanently assigned to a Navy or Marine Corps unit. Personnel in a TAD status can only receive a recommendation forwarded to their parent service for action.

## 7. III MEF Awards Board

a. Composition. Standing board members will consist of the Assistant Chief of Staff (AC/S) from each staff section, G1-G8 in accordance with enclosure (4). The AC/S may designate another officer in their section to sit on the awards board as an alternate in the case of TAD, leave, etc., but the officer may

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not be below the rank of Lieutenant Colonel. This prevents a junior officer from making an award recommendation for a senior officer. In addition to the designated board members, the Sergeant Major (for all enlisted personnel award recommendations), Command Master Chief (for Navy enlisted personnel award recommendations), III MEF Chaplain (for all Chaplain or RP award recommendations), and the III MEF Surgeon (for all Medical Officers and Corpsman recommendations) will be assigned as appropriate. The III MEF awards board will review all electronic award recommendations for the NMCAM and higher prior to the scheduled awards board. The most senior ranking member will serve as the senior member of the board, convene the board and sign the recommendation letter to the Chief of Staff.

b. The awards board will:

(1) Evaluate each recommendation to ensure it meets the criteria stated in reference (a) and other appropriate directives. There is no specific requirement to recommend or not recommend an award when the individual is transferring within III MEF. Likewise there is no requirement to vote in line with the chain of command. Your vote as a board member should rely on your good judgement and assessment of the individual's actions as they are annotated in the SOA.

(2) Review all awards recommendations immediately upon receipt. Board members will have three working days to review the recommendations.

(3) Convene at 1000 every Thursday in the MEF Information Center (MIC) room 213 to vote on the award recommendations for that board.

(4) Recommend to the Commanding General:

(a) Approve the award,

(b) Downgrade the award,

(c) Approve a higher award, if authorized to do so, or recommend a higher award to the appropriate awarding authority,

(d) Disapprove the award,

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(e) Return the recommendation for further clarification or justification, or

(f) Recommend a letter of continuity.

c. The Adjutant will act as recorder for the awards board and will ensure that the electronic award recommendations are sent to the board members. The Adjutant will also provide the recommendation letter for the senior member's signature.

#### 8. Procedures for Recommending Personal Awards

a. Anyone that meets the criteria established by reference (a) may be recommended for a personal award by any commissioned officer senior to the individual being recommended. If a senior officer is not assigned, the senior enlisted member may forward documentation for award consideration to the first officer in the chain of command for action but may not actually originate the award.

b. All awards will be submitted utilizing the HQMC APS. An award recommendation may be originated by the individual's reporting senior or by any other commissioned officer that is senior to the individual. The HQMC APS 1650(EF) form will be endorsed by the individual's immediate chain of command. If more than one individual is to be recommended for the same action, a separate recommendation will be submitted for each individual involved. Block 21 of the HQMC APS 1650 will be completed accordingly.

c. All award recommendations must be electronically submitted to the III MEF Adjutant SMB ([G1Awards@iiimef.usmc.mil](mailto:G1Awards@iiimef.usmc.mil)) with the exception of Commanding General's Certificates of Commendation.

d. Award recommendations that require the approval of CG, III MEF or higher authority will include the following:

(1) Completed HQMC APS 1650(EF),

(2) Summary of Action (SOA) to include justification of lateness if applicable, and

(3) Proposed citation.

9. Requirements for Drafting Recommendations. Enclosure (1) provides instructions on drafting an award on the HQMC Web Link

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and provides further guidance on the format and content of the citation. The following guidance also applies:

a. HQMC APS 1650(EF). All text will be capitalized throughout and all blocks will be completed accurately and entirely.

b. Summary of Action (SOA). The SOA will be a concise description of the clearly exceptional accomplishments and performance of the recommended individual. The SOA must be substantive. Generalities, excessive superlatives, and mere job descriptions are to be avoided. In the case of senior personnel holding supervisory billets (example: Master Sergeants/Lieutenant Colonels and above), the quality of the individual's impact upon the unit is key in ensuring the award is approved and/or not downgraded. Length of SOA must meet requirements in reference (c). Topics to discuss in the SOA include the following.

- (1) Quantifiable results of individual's efforts,
- (2) Significant and positive impact upon unit,
- (3) Improvements of established procedures,
- (4) Creation of needed but nonexistent procedures,
- (5) Noteworthy personal achievements, and/or
- (6) Significant displays of personal initiative, dedication to duty, and/or selfless service.
- (7) The following guidance applies:

(a) Commanding General's Certificates of Commendation. An SOA is not required. Provide a hard/electronic copy of the proposed citation forwarded under cover letter.

(b) Navy and Marine Corps Achievement Medal, to include impact awards. The SOA will be no more than 1 page in bullet format (Courier New 12). The SOA will focus on the quantifiable, tangible results of the individual's actions and contributions.

(c) Navy and Marine Corps Commendation Medal, to include impact awards. The SOA will be no more than 2 pages in bullet or paragraph format (Courier New 12). The SOA will focus



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on the quantifiable, tangible results of the individual's actions and contributions.

(d) Meritorious Service Medal. The SOA will be no more than 3 pages in paragraph format (Courier New 12). The SOA will focus on the quality of the individual's impact upon the unit as a whole, and where possible, will provide quantifiable, tangible results that illustrate the individual's impact and service.

(e) Legion of Merit. The SOA will be no more than 4 pages in paragraph format (Courier New 12). The SOA will focus on the quality of the individual's impact upon the unit as a whole, and where possible, provide quantifiable, tangible results that illustrate the individual's impact and service.

(f) Distinguished Service Medal. The SOA will be no more than 5 pages in paragraph format (Courier New 12). The SOA will focus on the exceptional meritorious service in a duty of great responsibility. Performance of duty must be clearly above that normally expected, which has contributed materially to the success of a major command or project.

(8) Names of exercises will be spelled out using natural capitalization. Example: Exercise Cobra Gold, Ulchi Focus Lens '01, Yama Sukura 41.

(9) Names of operations will be spelled out using all capitalization. Example: Operation STABILISE, DESERT SHIELD, DESERT STORM.

c. Citation. The text should encapsulate the individual's most significant noteworthy accomplishments. Rank will be spelled out. For Navy personnel, rate, not rank, will be used throughout the citation. Example: Hospital Corpsman Second Class Smith vice Petty Officer Smith.

(1) For the Commanding General's Certificate of Commendation, NMCAM, and NMCCM to include impact awards, the citation will be capitalized, justified, Times New Roman 9, minimum lines of 9 and maximum lines of 10.

(2) For the MSM and LM awards, the citation will be normal sentence case, punctuation, justified, Univers 12, minimum lines of 20 and maximum lines of 22. Maximum 24 lines for retirement citation.

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(3) For the DSM, the citation will be normal sentence case punctuation, paragraph separation, Univers 12, minimum lines of 20 and maximum lines of 22. Maximum 24 lines for retirement citation.

(4) All acronyms will be spelled out when first used. Example: Logistics Readiness Evaluation (LRE).

(5) Names of operations will be spelled out using all capitalization for MSMs and LMs. Example: Operation STABILISE, DESERT SHIELD, DESERT STORM.

(6) Dollar amounts stated in the citation will be spelled out accordingly. Example: 1.5 million dollars, \$650,000.

(7) When referring to the year in the citations, the four digits will be used, example January 2003. Abbreviate the year when used thereafter, example: '00 for 2000, '02 for 2002.

d. Retirement Awards. Recommendations submitted prior to an individual's retirement will include the following:

(1) Block 15 of the 1650 (EF) will reflect the best-estimated detachment date (date the award should be presented to the individual).

(2) The SOA will indicate how many years the individual will have served at their retirement date, and will reflect whether or not the individual served in combat; if they did serve in combat, dates and locations will be included.

#### 10. Delegated Navy and Marine Corps Achievement Medals

a. Occasion and Quotas. Reference (a) states that commanders with Special Court Martial Convening Authority may award NMCAMS (without regard to a quota system) to service members of their unit for specific performance of a superlative nature (i.e., specific achievement/impact occasions as described in paragraph 6a(2a) above). The NMCAM may only be awarded to junior officers - O3 and below - Chief Warrant Officers and enlisted personnel.

b. Procurement Procedures. Commanders awarding the NMCAM must procure, sign, and deliver award certificates and medals

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for each award approved. Required supplies may be obtained by funded military standard requisitioning and issue procedures (MILSTRIP) requisitions.

c. Forwarding Approved Awards. Once the approval authority approves the award recommendation and the electronic signature is annotated in block 24, the 1650 (EF) is submitted to Headquarters Marine Corps by clicking on the hyperlink at the bottom of the 1650 (EF). Headquarters Marine Corps will input the appropriate level of award in the Official Military Personnel File (OMPF) and the unit diary system.

11. Unit Awards. Recommendations for unit awards will be submitted per the guidance contained in chapter 3 of reference (a) and paragraph 10 of reference (c). Recommendations will be initiated at least one echelon higher than the unit recommended, will be in recognition of "surge" efforts, and will be in standard naval letter format. The period covered will normally cover no more than 18 months. Recommendations will include:

- a. List of attached or direct-support units.
- b. Estimate of the total number of personnel (by service) eligible.
- c. A statement as to whether any existing or pending awards fall within the same time frame.

12. Miscellaneous Awards. Awards not covered in reference (a) and not issued by other service or foreign countries are termed "miscellaneous awards." These awards are sponsored both by military and civilian agencies. An example of this type of award is the Navy League Award. These awards are announced via separate correspondence, to include message traffic and formal letters. The III MEF Adjutant will track these awards and act as the point of contact for information regarding submissions.

13. Presentation of Awards

a. Presentation of awards will be made as soon as practical at an appropriate ceremony with publicity pursuant to the recipient's desires. If the recipient does not desire a ceremony, the award may be delivered informally. The ceremony, whether formal or informal, should be fitting to the occasion.

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b. Awards received after the transfer of an individual will be forwarded to the Marine's next command for presentation, or, in the case of separation/retirement, to the address listed on the 1650(EF).

14. Action

a. Commanding Generals, 3d Marine Division, 1st Marine Aircraft Wing, and 3d Force Service Support Group. Manage local awards programs per the provisions of the references and this Order.

b. Commanding Officers, 31st MEU (SOC) and III MHG

(1) Manage an awards program per the provisions of the references and this Order.

(2) Award Meritorious Volunteer Service Medals, Meritorious Masts and Letters of Appreciation as appropriate.



G. C. O'NEILL  
Chief of Staff

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HEADQUARTERS MARINE CORPS AWARDS PROCESSING SYSTEM  
(HQMC APS)

**Registering for the HQMC APS**

1. Enter the Headquarters Marine Corps Awards Processing System at: <https://kuwait.manpower.usmc.mil>

2. The awards homepage will appear. Select the desired option from the menu. To register for the first time click on the "Registration" option. All officers/enlisted Marines and civilians who originate awards or aid in the processing of awards are authorized to register.

a. Your User Name is your first name, middle initial (not required), and last name as you enter it in the User Name Information box.

b. Your password is case sensitive and must be at least six characters. It will not change unless you update it.

c. Follow the directions for completing your Contact Information, General Registration Information, and HQMC Awards Board Information.

d. After completion of the registration process you will receive an email confirming your registration.

e. You must update your information every time you change billets, permanent duty stations or are promoted.

**Creating a New Award**

1. Log on to the Headquarters Marine Corps Awards Processing System at: <https://kuwait.manpower.usmc.mil>

2. The awards homepage will appear. Select the desired option from the menu. To start an award select "New Award" from the menu. You will then be prompted to type your user ID and password.

3. Type the social security number of the individual being recommended in the following format, 123456789.

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4. The blank 1650 will appear on the next screen. Click the link in block 1 to autopopulate most of the remaining information. Complete the remaining information as necessary and required.

5. Preparer's Email Address: Enter the entire email address of the preparer/originator. Example: your\_email@iiimef.usmc.mil

6. Forwarding Email Address: Enter the complete email address of the next senior officer in the chain of command for review. Refer to the example chart below.

MEF CE forwarding procedures:

STATUS	SEND TO	REMARKS
Award Preparer	Originator for signature	Originator forwards award to G1Awards@iiimef.usmc.mil

MHG forwarding procedures:

STATUS	SEND TO	REMARKS
Award Preparer	Originator	Originator forwards to company
CO, H&S CO	CO, MHG	G1Awards@iiimef.usmc.mil

7. Carbon Copy Email Address: Award recommendations may be sent as information only to the addressee.

Note: All email addresses noted in the preparer, forwarding, and carbon copy email address block will be sent an email from osprey.manpower.usmc.mil which contains a link to the award allowing them access to the award.

8. Comments: Comments should be limited as they are not a substitute for explanation or justification as otherwise required in the SOA. Once comments are saved, they cannot be deleted.

9. HQMC APS 1650(EF)

a. From address: The Commanding Officer's address where official mail is delivered.

Example: Commanding Officer, III MHG  
Unit XXXXX  
FPO AP XXXXX-XXXX

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b. To (Awarding Authority) Address (UIC/RUC): Refer to the chart on paragraph 5.c. of the basic Order for the awarding authority.

c. Command POC: Enter name and rank of the command point of contact in case further clarification is required.

d. Phone Number: Enter DSN phone number of individual listed in the Command POC box.

e. Social Security Number (SSN): Enter the SSN of the individual in receipt of the award in the following format: 123456789.

f. DESIG/NEC/MOS

(1) DESIG is for naval officer designators, such as 1630, 1100, etc.

(2) NEC is Navy Enlisted Classification Code. The primary NEC should be used. If the person has no code, enter 0000 (four zeros).

(3) MOS. Is the USMC Military Occupational Specialty.

g. Name: In all capitals, type the person's last name first, followed by a comma (,), then type the first name, middle initial, and any suffixes (i.e. JR., SR., II, III, etc).

h. Component (USMC, USMCR, etc): Select the appropriate military component using the drop down arrow (i.e. USMC, USN, etc).

i. Grade/Rank: Select the appropriate rank using the drop down arrow (Pvt, PO2, 1stLt, etc).

j. Warfare Designator: This should be left blank for all awards being submitted on Marines. For USN personnel, enter the appropriate warfare designation, if any.

k. UIC/RUC: This is the person's Unit Identification Code/Reporting Unit Code.

l. Recommended Award: Select appropriate award using the drop down arrow (i.e. NA, NC, MM, etc).

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m. Specific Achievement: Type "YES" if the recommendation meets the requirements in paragraph 6a(2a) of this Order, otherwise enter "NO."

n. Action Basis: Check the appropriate block. For most awards, the basis will be "Meritorious."

o. Number of Award of Recommended Medal: The default is <1>. If second or subsequent award, type in the appropriate number.

p. Action Date/Meritorious Period: This is the period covered for the award. Enter the eight digit date starting with year, then month, then day (i.e. 19990101). This date should be the same date in the SOA and the citation. The ending date should include any terminal leave and be the same as the expiration of active duty not the estimated date of detachment.

q. Geographical Area of Action/Service: Select CONUS if the meritorious action was on the Continental United States, otherwise enter OCONUS for all other locations.

r. Expiration of Active Duty: Enter the person's Expiration of Active Duty Service date in eight digit year-month-day format (i.e. 20020601). If the award is for a regular officer, type INDEF instead of a date.

s. Estimated Date of Detachment. Date will be entered in eight digit year-month-day format (i.e. 20010601).

(1) Retirement. This is the last day the individual will be on active duty.

(2) Transfer. This is the date orders are effective.

(3) Terminal Leave. This is the date the individual will commence terminal leave.

(4) NA. Used when the individual will not detach from the command (i.e. impact awards).



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t. New Duty Station

(1) For transfers, type in the authorized short title of the new duty station to include city, state, and zip code.

(2) For terminal leave, type in the individual's home of record address if a forwarding address is unavailable.

u. Unit at Time of Action/Service. Self-explanatory.

v. Duty Assignment. Self-explanatory.

w. Previous Personal Decorations and Period Recognized. Enter the abbreviated personal award followed by an eight digit year-month-day action period (i.e. NA 19990701). This does not include marksmanship badges, good conduct medals, unit awards or other awards that are not classified as "personal awards."

x. Personal Awards Recommended Not Yet Approved. Default is "None." If otherwise, list other awards awaiting approval.

y. Other Personnel Being Recommended for the Same Action. Default is "None." If other persons are being recognized for the same action, list them by Rank, Name, and SSN.

9. SOA. The SOA will be written per the guidance provided in paragraph 9.b. of this Order.

10. Citation. The citation will be written per the guidance provided in paragraph 9.c. of this Order.

ENCLOSURE (1)

(SAMPLE CERTIFICATE OF COMMENDATION)

STAFF SERGEANT JOHN A. DOE  
UNITED STATES MARINE CORPS

EXCEPTIONAL PERFORMANCE OF DUTY AS ARTILLERY MAINTENANCE CHIEF, 3D MATERIEL READINESS BATTALION, 3D FORCE SERVICE SUPPORT GROUP, III MARINE EXPEDITIONARY FORCE, U.S. MARINE CORPS FORCES, PACIFIC FROM JANUARY 2002 TO FEBRUARY 2002. THROUGHOUT THIS PERIOD, STAFF SERGEANT DOE CONSISTENTLY PERFORMED HIS DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER. HE DISPLAYED THE MOST NOTABLE EXAMPLES OF HIS ABILITIES DURING TWO RECENT SUPPORT MISSIONS. STAFF SERGEANT DOE WAS TASKED WITH AFFECTING REPAIRS TO 15 DEADLINED HOWITZERS ABOARD THE MOTORED VESSEL LOPEZ AND MOTORED VESSEL WILLIAMS. STAFF SERGEANT DOE RETURNED 12 HOWITZERS TO AN OPERATIONAL CONDITION. HIS EFFORTS SIGNIFICANTLY IMPACTED THE READINESS POSTURE OF III MEF'S EQUIPMENT ABOARD THE MARITIME PREPOSITIONED SHIPS. STAFF SERGEANT DOE'S INITIATIVE, PERSEVERANCE, AND TOTAL DEDICATION TO DUTY REFLECTED CREDIT UPON HIMSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

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ENCLOSURE (2)

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(SAMPLE NAVY AND MARINE CORPS ACHIEVEMENT MEDAL)

(GOLD STAR IN LIEU OF SECOND AWARD)

GUNNERY SERGEANT JANE A. DOE  
UNITED STATES MARINE CORPS

PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HER DUTIES WHILE SERVING AS ADMINISTRATIVE CHIEF, HEADQUARTERS AND SERVICE COMPANY, III MEF HEADQUARTERS GROUP, III MARINE EXPEDITIONARY FORCE, U.S. MARINE CORPS FORCES, PACIFIC FROM NOVEMBER 1998 TO JUNE 2001. GUNNERY SERGEANT DOE CONSISTENTLY PERFORMED HER DEMANDING DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER. HER INNOVATIVE STYLE AND RESOURCEFULNESS ENABLED A FLAWLESS TRANSITION FROM A HEADQUARTERS AND SERVICE BATTALION STAFF TO A REGIMENTAL STAFF SECTION ORGANIC TO III MEF HEADQUARTERS GROUP. HER TECHNICAL ACUMEN, MOTIVATION AND LEADERSHIP WERE INDISPENSABLE IN THE SUCCESS OF AN ADMINISTRATION SECTION THAT SERVED 1,700 MARINES AND SAILORS. A GIFTED LEADER, SHE TOUCHED THE PROFESSIONAL AND PERSONAL LIVES OF HUNDREDS OF MARINES AND SAILORS AND LEFT AN INDELIBLE MARK ON THIS COMMAND. HER PERSONAL INITIATIVE AND UNSWERVING DEVOTION TO DUTY REFLECTED CREDIT UPON HER AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

ENCLOSURE (2)

(SAMPLE NAVY AND MARINE CORPS COMMENDATION MEDAL)

(GOLD STAR IN LIEU OF SECOND AWARD)

CAPTAIN JOHN A. DOE, JR.  
UNITED STATES MARINE CORPS

MERITORIOUS SERVICE WHILE SERVING AS OPERATIONS OFFICER, 2D BATTALION, 3D MARINES, 3D MARINE DIVISION, III MARINE EXPEDITIONARY FORCE, U.S. MARINE CORPS FORCES, PACIFIC FROM OCTOBER 1999 TO AUGUST 2001. CAPTAIN DOE CONSISTENTLY PERFORMED HIS DUTIES IN AN EXEMPLARY AND HIGHLY PROFESSIONAL MANNER. HE DEVELOPED THE STANDING OPERATING PROCEDURES FOR COMMAND POST OPERATIONS THAT PROVIDED SOLID COMMAND AND CONTROL IN EXERCISES SPANNING THE PACIFIC FROM HAWAII TO JAPAN. HIS OPERATIONAL EXPERTISE WAS RESPONSIBLE FOR A HIGHLY SUCCESSFUL MARINE CORPS COMBAT READINESS EVALUATION AND A BATTALION LIVE FIRE EXERCISE EXECUTED ON A SCALE NEVER BEFORE ATTEMPTED BY 3D MARINES. HE INFLUENCED EVERY FACET OF BATTALION TRAINING DURING THE BATTALION'S UNIT DEPLOYMENT PROGRAM DEPLOYMENT; TO INCLUDE ONE OF THE LARGEST GROUND-AIR INTEGRATED TRAINING EXERCISES FOURTH MARINES HAD WITNESSED. CAPTAIN DOE'S NOTEWORTHY ACCOMPLISHMENTS, PERSEVERANCE, AND DEVOTION TO DUTY REFLECTED CREDIT UPON HIM AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.

ENCLOSURE (2)

ForO 1650.9E

07 JAN 2004

07 JAN 2004

(SAMPLE MERITORIOUS SERVICE MEDAL)

The President of the United States takes pleasure in presenting the  
MERITORIOUS SERVICE MEDAL (Gold Star in lieu of Second Award) to

MASTER GUNNERY SERGEANT JOHN A. DOE  
UNITED STATES MARINE CORPS

for service as set forth in the following

CITATION:

For outstanding meritorious service while serving as Maintenance Chief, 3d Materiel Readiness Battalion, 3d Force Service Support Group, III Marine Expeditionary Force, U.S. Marine Corps Forces, Pacific from January 1998 to January 2002. As a member of the Supported Activities Supply Systems Management Unit he conducted numerous on-site visits to III Marine Expeditionary Force supply accounts and provided outstanding analysis and instruction to countless Marines. While serving as the Maintenance Float Supply Chief he adroitly managed over 17,000 repairables, with an approximate value of 46 million dollars. While serving as a member of the G-4 staff he oversaw the accountability for all T/E assets belonging to 3d Force Service Support Group, monitored the fielding of new equipment to the inventory, managed the 3d Force Service Support Group redistribution program, initiated and led a Supply Chief training program for Staff Noncommissioned Officers, and served as the MOS Occupational Field Sponsor. As a result of his determination and meticulous supervision of accounting and reporting procedures at Combined Arms Training Center, Camp Fuji, a ten-year equipment accountability problem that had plagued III Marine Expeditionary Force was finally corrected. The exceptional professional ability, steadfast initiative, and selfless dedication to duty exhibited by Master Gunnery Sergeant Doe reflected great credit upon him and upheld the highest traditions of the Marine Corps and the United States Naval Service.

For the President,

ENCLOSURE (2)

07 JAN 2004

## (SAMPLE LEGION OF MERIT)

The President of the United States takes pleasure in presenting the  
LEGION OF MERIT to

CAPTAIN JOHN A. DOE  
UNITED STATES NAVY

for service as set forth in the following

## CITATION:

For exceptionally meritorious conduct in the performance of outstanding service as Command Chaplain, 1st Marine Aircraft Wing, III Marine Expeditionary Force, U.S. Marine Corps Forces, Pacific from November 2000 to January 2002. Throughout this period, Captain Doe consistently performed his pastoral, spiritual, and ministerial duties in a highly exemplary manner contributing significantly to the morale and welfare of all 1st Marine Aircraft Wing Marines, Sailors, and their families. His tenure saw the Protestant Chapel attendance at Marine Corps Air Station, Futenma increase by 400 percent, a Sunday school program established, and family-building seminars conducted throughout 1st MAW. As the senior Catholic priest on Okinawa, Captain Doe coordinated the schedules and professional education for the junior chaplains below him and helped to provide services for all Navy, Marine Corps, and Air Force Chapels on Okinawa. He also played an active role in a Chaplain of the Marine Corps tasking, by reviewing and providing guidance for strategic goals for ministry in the Marine Corps. His leadership was most evident when he implemented the 1st Marine Aircraft Wing's Theater Cooperative Support Program, coordinating with missionaries for more than ten nations throughout the Pacific Region, giving spiritual and physical relief to schools, elderly homes and orphanages. Captain Doe's dynamic direction, keen judgment and inspiring devotion to duty reflected great credit upon him and upheld the highest traditions of the Marine Corps and the United States Naval Service.

For the President,

ENCLOSURE (2)

07 JAN 2001

(SAMPLE MERITORIOUS UNIT CITATION)

The Secretary of the Navy takes pleasure in presenting the  
MERITORIOUS UNIT COMMENDATION to

Marine All Weather Fighter Attack Squadron 242

for service as set forth in the following

CITATION:

For meritorious service from March 2001 to October 2001 the personnel of the 31st Marine Expeditionary Unit's fixed wing fighter-attack squadron conducted operations of major significance to the National defense of the United States. Throughout this period, the Marines and Sailors of VMFA(AW)-242 consistently realized unparalleled success while validating both the MAGTF Air Contingency Element concept and the Self-deploying Air Bridge concept. They were the first Hornet squadron to operate out of Kota Kinabalu, Kuala Lumpur and the Philippines since the closure of Clark AFB in 1991. Their determination and unique expertise in Hornet aviation resulted in a 100% sortie completion rate during Operation Fishhook I and II, thereby greatly enhancing the Commander-In-Chief Pacific's Theater Engagement Plan. During 1st Marine Air Wing's exercise KOA Thunder the "Bats" performed Forward Air Controller Airborne, Tactical Air Controller Airborne, Close Air Support and Digital Reconnaissance, which aided the Tactical Air Command Center in real time decision-making and target coverage during the airfield takedown on Tinian. During their Western Pacific deployment, the efforts of VMFA(AW)-242 resulted in the expenditure of over 230,000 pounds of ordnance, 1782 sorties and 2660 flight hours. By their unrelenting determination, perseverance, and steadfast devotion to duty, the officers and enlisted personnel of VMFA(AW)-242 reflected great credit upon themselves and upheld the highest traditions of the Marine Corps and the United States Naval Service.

Secretary of the Navy

ENCLOSURE (2)

07 JAN 2004

STANDARD OPENING AND CLOSING SENTENCES

<b>Award</b>	<b>Standard OPENING Sentence</b>	<b>Standard CLOSING Sentence</b>
CERTCOM	EXCEPTIONAL PERFORMANCE OF DUTY AS (BILLET, UNIT), III MARINE EXPEDITIONARY FORCE, U.S. MARINE FORCES, PACIFIC FROM (MONTH YEAR) TO (MONTH YEAR) .	(RANK/NAME)'S INITIATIVE, PERSEVERANCE, AND TOTAL DEDICATION TO DUTY REFLECTED CREDIT UPON HIMSELF/HERSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.
NMCAM (NA)	PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS/HER DUTIES WHILE SERVING AS (BILLET, UNIT) III MARINE EXPEDITIONARY FORCE, U.S. MARINE FORCES, PACIFIC FROM (MONTH YEAR) TO (MONTH YEAR) .	HIS/HER PERSONAL INITIATIVE AND UNSWERVING DEVOTION TO DUTY REFLECTED CREDIT UPON HIM/HER AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.
NMCAM (IMPACT)	SAME AS ABOVE	SAME AS ABOVE
NMCCM (NC)	MERITORIOUS SERVICE WHILE SERVING AS (BILLET, UNIT) III MARINE EXPEDITIONARY FORCE, U.S. MARINE FORCES, PACIFIC FROM (MONTH YEAR) TO (MONTH YEAR) .	(RANK, NAME) NOTEWORTHY ACCOMPLISHMENTS, PERSEVERANCE, AND DEVOTION TO DUTY REFLECTED CREDIT UPON HIM/HER AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE MARINE CORPS AND THE UNITED STATES NAVAL SERVICE.
NMCCM (IMPACT)	MERITORIOUS ACHIEVEMENT WHILE SERVING AS ...	SAME AS ABOVE
MSM (MM)	For outstanding meritorious service while serving as (billet, unit) III Marine Expeditionary Force, U.S. Marine Forces, Pacific from (Month Year) to (Month Year) .	The exceptional professional ability, steadfast initiative, and selfless dedication to duty exhibited by (Rank/Name) reflected great credit upon him/her and upheld the highest traditions of the Marine Corps and the United States Naval Service.
LOM (LM)	For exceptionally meritorious conduct in the performance of outstanding service as (billet, unit) III Marine Expeditionary Force, U.S. Marine Forces, Pacific from (Month Year) to (Month Year) .	(Rank/Name)'s dynamic direction, keen judgment, and inspiring devotion to duty reflected great credit upon him/her and upheld the highest traditions of the Marine Corps and the United States Naval Service.

ENCLOSURE (3)



07 JAN 2004

<b>Award</b>	<b>Standard OPENING Sentence</b>	<b>Standard CLOSING Sentence</b>
DSM (DM)	For exceptionally meritorious service to the Government of the United States in a duty of great responsibility while serving as the (Billet, Unit) from (month, year) to (month, year).	By his/her superior leadership, outstanding professionalism, and deep devotion to duty, (Rank, Name) reflected great credit upon himself/herself and upheld the highest traditions of the Marine Corps and the United States Naval Service.

<b>Award</b>	<b>Standard OPENING Sentence</b>	<b>Standard CLOSING Sentence</b>
R E T I R E M E N T	Utilize the appropriate opening sentence for the level of award.	His/her superior performance of duty during this tour is the hallmark of a career devoted to accomplishing broad and diverse assignments, highlighting the culmination of (Arabic Numeral) years of honorable and dedicated Marine Corps/Naval Service.

UNIT AWARDS

<b>Award</b>	<b>Standard OPENING Sentence</b>	<b>Standard CLOSING Sentence</b>
PUC	For extraordinary heroism and outstanding performance of duty in action against enemy forces in (Country) from (month, year) to (month, year)	By their outstanding courage, resourcefulness and aggressive fighting spirit in combat against a frequently well-equipped, well-trained, and often numerically superior enemy, the officers and enlisted personnel of (Unit name) reflected great credit upon themselves and upheld the highest traditions of the Marine Corps and the United States Naval Service.

07 JAN 2004

Award	Standard OPENING Sentence	Standard CLOSING Sentence
NUC	For exceptionally meritorious service during assigned missions from (month, year) to (month, year) the personnel of (Unit name) consistently demonstrated unparalleled success in providing direct support to the operation forces of the United States Navy.	By their truly distinctive achievements, extensive enthusiasm, and unfailing devotion to duty, the officers, enlisted personnel and civilian employees (if applicable) of (Unit name) reflected great credit upon themselves and upheld the highest traditions of the Marine Corps and the United States Naval Service.
MUC	For meritorious service from (month, year) to (month, year) the personnel of (Unit name) conducted operations of major significance to the National defense of the United States.	By their unrelenting determination, perseverance, and steadfast devotion to duty, the officers and enlisted personnel of (Unit) reflected credit upon themselves and upheld the highest traditions of the Marine Corps and the United States Naval Service.

ENCLOSURE (3)

07 JAN 2004

## AWARDS BOARD MATRIX

SECTION	G1 (2)	G2 (2)	G3 (14)	G4 (8)	G5 (6)	G6 (4)	G7 (1)	G8 (1)
BOARD NUMBER								
1 8 JAN			1		1	1		
2 15 JAN	1		1		1			
3 22 JAN		1	1			1		
4 29 JAN			1			1	1	
5 5 FEB	1			1	1			
6 12 FEB		1		1	1			
7 19 FEB				1		1		1
8 26 FEB	1			1		1		
9 4 MAR		1	1		1			
10 11 MAR			1		1		1	
11 18 MAR	1		1			1		
12 25 MAR		1	1			1		
13 1 APR				1	1			1
14 8 APR	1			1	1			
15 15 APR		1		1		1		
16 22 APR				1		1	1	
17 29 APR	1		1		1			
18 6 MAY		1	1		1			
19 13 MAY			1			1		1
20 20 MAY	1		1			1		
21 27 MAY		1		1	1			
22 3 JUN				1	1		1	
23 10 JUN	1			1		1		
24 17 JUN		1		1		1		
25 24 JUN			1		1			1
26 8 JUL	1		1		1			
27 15 JUL		1	1			1		
28 22 JUL			1			1	1	
29 29 JUL	1			1	1			
30 5 AUG		1		1	1			
31 12 AUG				1		1		1
32 19 AUG	1			1		1		
33 26 AUG		1	1		1			
34 9 SEP			1		1		1	
35 16 SEP	1		1			1		
36 23 SEP		1	1			1		
37 30 SEP				1	1			1
38 7 OCT	1			1	1			
39 14 OCT		1		1		1	1	
40 21 OCT				1		1		
41 28 OCT	1		1		1			
42 4 NOV		1	1		1			
43 11 NOV					1	1		1
44 18 NOV	1				1	1		
45 2 DEC		1	1	1				
46 9 DEC			1	1			1	
47 16 DEC	1			1		1		
48 23 DEC		1		1		1		
49 30 DEC			1		1			1